

PROPERTY MANAGEMENT COMMITTEE

October 28, 2010

6:00 p.m.

Courthouse

MINUTES:

MEMBERS PRESENT:

Commissioner Charlie Baum
Commissioner Adam Coggin
Commissioner Carol Cook
Commissioner Gary Farley
Commissioner Robert Stevens
Commissioner Matt Young
Commissioner Allen McAdoo, C

OTHERS PRESENT:

Ernest Burgess
Chantho Sourinho
Becky Shelton

Chairman McAdoo presided and called the meeting to order at 6:00 p.m. with six members being present at that time.

MINUTES:

"Commissioner Cook moved, seconded by Commissioner Farley, to approve the minutes of the August 26, 2010 meeting as mailed. This motion passed unanimously by acclamation."

ARCHITECT'S AGREEMENT FOR SMYRNA HEALTH DEPARTMENT:

The Committee was provided a copy of the AIA Standard Form of Agreement Between Owner and Architect for the addition to the Smyrna Health Department. Mayor Burgess reminded the Committee a \$700,000 grant had been received from the State of Tennessee for the addition. The Agreement presented was with Johnson & Bailey who did the last addition to the facility. The Committee was advised the State has a standard formula for architect's fees and that is what this agreement is based on. The facility is located on Town of Smyrna property. Following discussion,

"Commissioner Cook moved, seconded by Commissioner Coggin, to approve execution of the AIA Standard Form of Agreement Between Owner and Architect for the addition to the Smyrna Health Department and forward the same to the Budget Committee. This motion passed unanimously by roll call vote."

COUNTY FIRE/RESCUE BUILDING LEASE:

The Committee was advised the Rutherford Volunteer Fire Department has leased for a number of years a building from Jim Smythe and with the creation of the County Fire & Rescue Service it is proposed Rutherford County enter into a lease with Mr. Smythe for continued occupancy until a new headquarters can be built. In this regard a proposed lease was provided. The Committee was advised the rent will be \$1,875 per month which is \$4.50 per square foot and is a reasonable rate. The lease can be terminated upon sixty days written notice to the Landlord. Following discussion,

"Commissioner Farley moved, seconded by Commissioner Young, to approve the Lease Agreement with Jim Smythe d/b/a Smythe Leasing.

Commissioner Stevens moved to amend the original motion, seconded by Commissioner Cook, for inclusion in the lease of a paragraph that the landlord is responsible for property taxes and a paragraph that the lease shall not be affected, varied or modified except in writing. The amendment to the original motion passed unanimously by acclamation.

The original motion passed unanimously by acclamation."

AIA AGREEMENT FOR NEW COUNTY FIRE/RESCUE BUILDING:

Mayor Burgess next advised another AIA Agreement for the new County Fire/Rescue building headquarters was needed and he was requesting authorization for execution. It is anticipated the building will be approximately 8,600 square feet and run \$700,000 with a total architect's fee of \$39,500 which is a little less than 6% and will cover all normal practices of an architect under an architect's agreement. The building is to be constructed on property the Rutherford Volunteer Fire Department had already purchased on Barfield Road. Gerald Bucy has been used in the past for several public safety buildings and it is anticipated he will be used for this project.

Mayor Burgess advised the County has funding of \$500,000 with \$400,000 coming from Christy Houston Foundation. If the building is more than \$500,000 then the matter will require Commission approval to proceed. Following discussion,

"Commissioner Farley moved, seconded by Commissioner Coggin, to approve execution of an AIA Standard Form of Agreement Between Owner and Architect for a new headquarters for the County Fire & Rescue Service on Barfield Road. This motion passed unanimously by acclamation."

COUNTY BUILDING MAINTENANCE:

Chairman McAdoo inquired if the Committee wanted updates each month or quarterly on County maintenance and building conditions. Commissioner Farley advised Mr. Mankin could just provide a report to the County Mayor. Mayor Burgess inquired what data, information, etc. the Committee would want to receive. The Committee was advised Mr. Mankin handles maintenance on County general buildings only and Solid Waste, Highway, School Board, Ambulance and Sheriff's Departments do their own maintenance. The Committee advised information on the cost of maintenance per building and the number of work orders received might be good information. Chairman McAdoo advised he was interested in big ticket items. Mayor Burgess advised no major repairs have been done lately. Mayor Burgess to take the suggestions from the Committee and work up a report.

Mayor Burgess advised the Committee may want to provide input as to maintenance needs in January to be included in the upcoming budget process.

The Committee was provided a list of County owned properties as well as a list of rental properties the County receives rent from. Chairman McAdoo advised the list of properties includes some from delinquent tax sales that did not sell.

RESCHEDULE UPCOMING MEETINGS:

Commissioner Farley inquired if future meetings could be held at 5:30. It was the consensus of the Committee to meet at 5:30 on a trial basis and if any problems go back to meeting at 6:00 p.m.

The November meeting will be held November 30 at 5:30 p.m.

The December meeting will be held December 30 at 5:30 p.m.

There appearing to be no further business to come before the Committee, Chairman McAdoo declared the meeting adjourned at 6:43 p.m.

ALLEN McADOO, Chairman